



UKG Dimensions Desk Aid: Manage Time Off (Leave) Requests

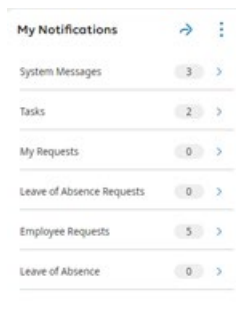
This desk aid explains how you manage time off requests

About Managing Time Off Requests

- This desk aid is appropriate for approving all types of leave, **except** FML/FMLA or Short Term Disability. For these, contact HR for assistance with that process.
- Employees can only take time off that they have already accrued, so check your employee's balances on the **My Employees Accruals** Tile or the **Accrual Details Dataview** before you proceed.
- If an employee submits an alternate holiday time-off request, they **MUST** take it before or after the holiday and within the month of the holiday.
- If your employee must take leave when they do not have sufficient time accrued, they may request to take the leave without pay (LWOP). **Any LWOP or Administrative Leave must be approved in writing through email by the Chief Operating Officer before the supervisor approves the request in UKG. Contact Payroll for the required process and information for LWOP.**

To approve time off from the my notifications tile:

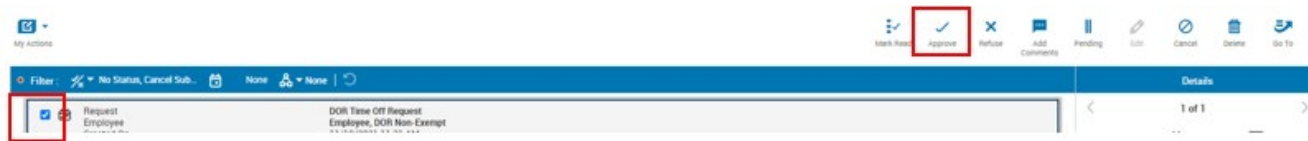
1. From the **Homepage**, navigate to the **My Notifications** tile and complete the following actions:
 - a. Click on the **Employee Requests** link. This opens up the **Control Center** window.



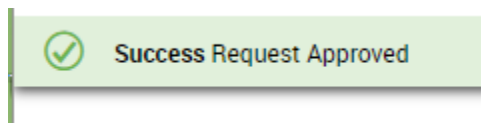
- b. Locate the time-off request submitted, and validate the information to ensure the time-off request is accurate based on what you know by reviewing the **Requested Dates** details.



- c. **NOTE:** If the paycode references LWOP or Administrative Leave (if not given by the Chief Operating Officer), you **MUST** have the Chief Operating Officer's written approval through email prior to approving this type of time-off request in UKG.
- d. Click in the radio box on the left side of the time-off request and click Approve, Refuse or Cancel in the upper right corner of the window.



- e. You will get a green banner across the top of the window showing the transaction was successful.



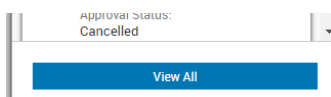
2. **NOTE:** If an employee cancels a request, the supervisor **MUST APPROVE** the cancellation.
3. If you delete a time-off request from the **Control Center**, you can approve it from the **Schedule Planner** window.

To access the Control Center from the Notifications Bell:

4. The Control Center can be accessed through the notification bell in the upper right corner of your UKG window.

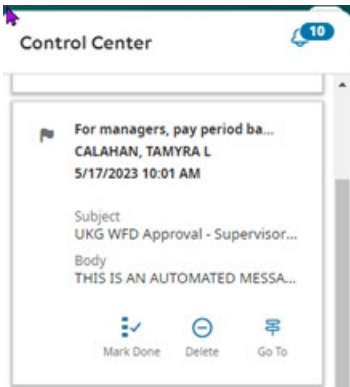


5. Click on the **Bell** and **View All** at the bottom of the **Control Center** pop out window to open the control center dialogue window to the right of your UKG screen.

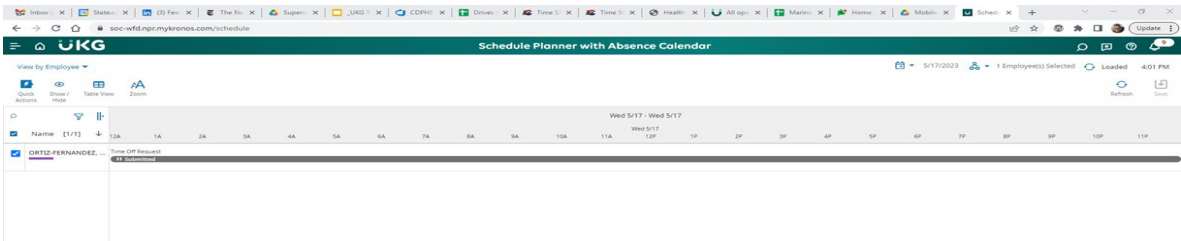


To approve or cancel a Time Off Request from the Notifications Bell / Schedule Planner Window:

6. To take action on time-off requests from the Notification Bell, complete the following actions:
 - a. Click on the Bell, you will see all your notifications in this view. You can see the requested period and time-off request status. **DO NOT** approve time-off requests from this view. Either click on the **GoTo** in the bottom corner of the request or click on **View All** at the bottom of the **Control Center** pop out window.



- b. If you click **GoTo**, this will take you to the **Schedule Planner** window for this specific employee where you will see the Time Off Request as Submitted.

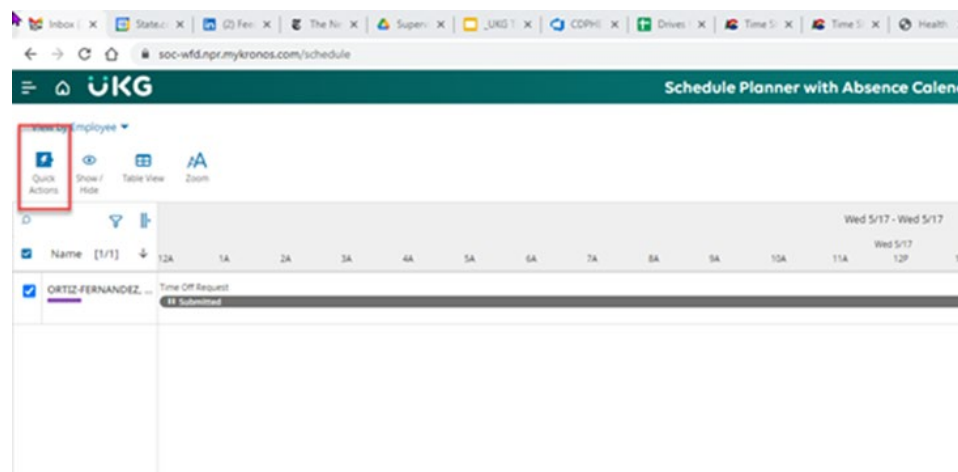


- c. Hover over the **Submitted Time Off Request** to validate the paycode used prior to a time off request.

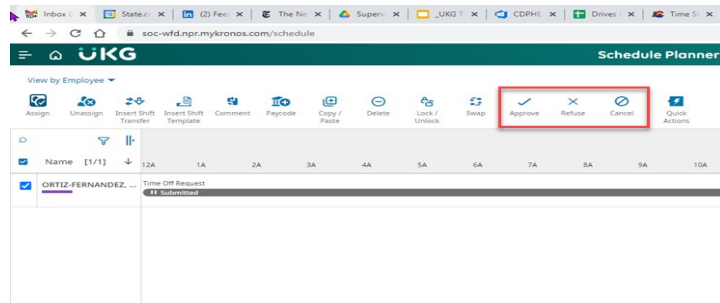


NOTE: If an employee submits a time off request and cancels it before the supervisor approves it, there is no action required by the supervisor. The notification can sit in the canceled notification section of the control center.

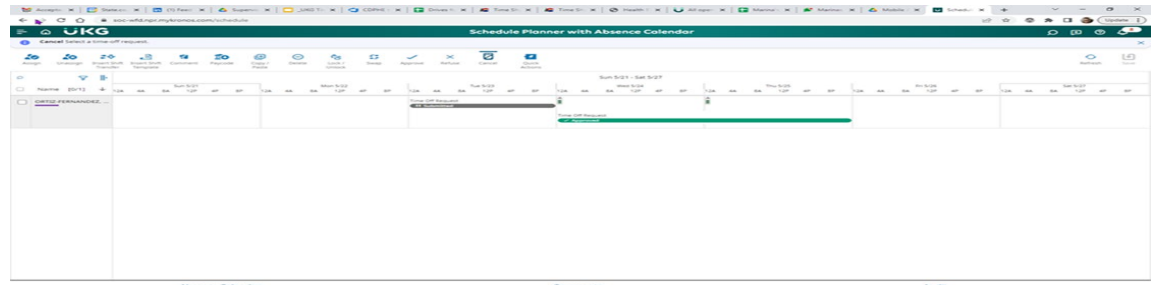
- d. To approve the time off request from this window, complete the following actions:
- Click on the **Quick Actions** Icon to open up more options.



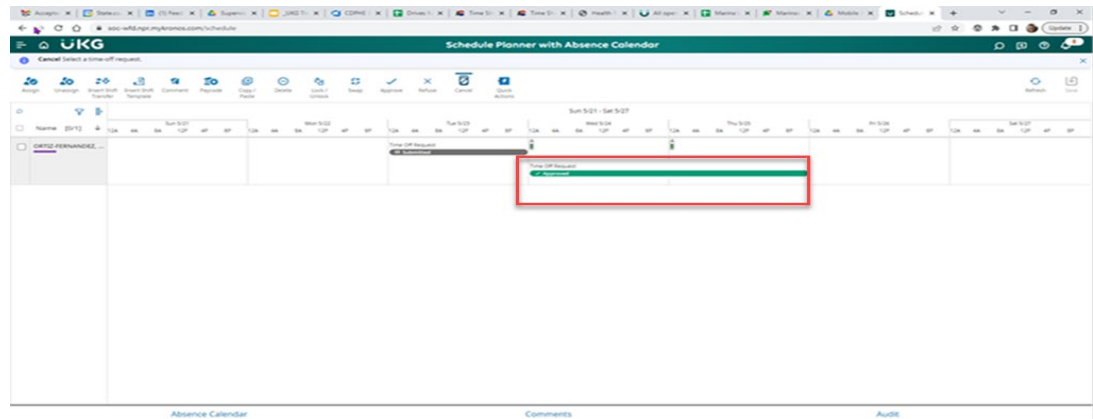
- Click Approve, Refuse or Cancel.



- iii. You will see a blue banner at the top of the window asking to **Select a Time-off Request**.



- iv. **NOTE:** If an employee has more than one time-off request for a day and you are trying to cancel one of the requests, you will be able to make the selection for which time-off request you previously approved and need to cancel once you click on **Cancel**.
- v. Select the time off request you want to take action on:



- vi. You will see the time off request update based on the action you requested.

